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CIA-RDP70-00211R000200060018-3

Attachment A  
To Bureau of the Budget  
Bulletin No. 57-3

THE WHITE HOUSE

Washington

May 11, 1956

Dear Mr. Brundage:

The recent report of the Commission on Organization of the Executive Branch of the Government entitled Paperwork Management, Part II, the Nation's Paperwork for the Government directs attention to the problem of Government requirements which impose unnecessary paperwork on the public. The report recommends:

"That the President direct the Bureau of the Budget, together with its Advisory Council on Federal Reports and in cooperation with the General Services Administration, to give increased emphasis in their reports program to the need to protect the public from unnecessary reporting burdens by continuing the method of cooperation between industry and Government pursued by our task force as outlined above."

I endorse the Commission's recommendation that increased emphasis be placed on actions to reduce unnecessary reporting burdens on industry and the public. In recognition of the responsibilities for the improvement of government statistical activities and for the promotion of economy and efficiency in executive branch operations already assigned to the Bureau of the Budget, I believe the Bureau is the logical agency to assume leadership in such activities. A significant portion of the paperwork required of the public is associated with government forms and related reporting requirements which require your approval under the Federal Reports Act, and I am gratified at the substantial progress already made in this program by the Bureau and its Advisory Council on Federal Reports.

I wish you to give increased emphasis in this program to the elimination of reporting requirements which impose unnecessary paperwork on the public. With respect to matters not subject to review under the Federal Reports Act, I want you to proceed with the development, in cooperation with the affected executive agencies, of plans for eliminating unnecessary public reporting requirements and for simplifying related procedures and systems in such agencies.

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Attachment B  
To Bureau of the Budget  
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ADVISORY COUNCIL ON FEDERAL REPORTS  
1001 Connecticut Avenue, N. W.  
Washington 6, D. C.

July 19, 1956

RECOMMENDATION

1. The following mandatory standards be established for all federal agencies:

EVERY FEDERAL AGENCY, in the promulgation of rules and regulations that require the public to retain records, shall include in every such rule and regulations:

a. A fixed number of years, preferably not more than six years from a clearly defined starting date (such as the birth of the record, completion of initial audit, etc.), after which time the agency shall not require the specified records to be retained.

b. A definition of the records to which the retention requirements apply, it being understood that records which are not included within the scope of such definition may be disposed of at the discretion of the holder.

c. Authorization to the holder of records required to be retained to substitute for such specified records, after the expiration of the first two years of the retention period, copies obtained by photographing, microfilming, or other permanent reproducing processes.

Provided that in exceptional cases, and for good cause, an agency may require longer specified retention of such specialized and narrowly defined classes of record.

Provided further that when investigation by any agency indicates that a company or member of the public should be required to retain for a period of investigation, enforcement activity, audit, or litigation certain selected records, the investigation and enforcement agency has the responsibility and shall identify to the member of the public or company the narrow classes of records which it requires the member of the public or company to retain until completion of the investigation, enforcement activity, audit, or litigation.

2. The standards established in (1) above be applied when forms or requirements are up for renewal.

3a. With respect to all rules and regulations currently in effect that require the public to retain records, every federal agency should be requested to review such rules and regulations and promulgate such amendments as may be necessary to bring them into conformity with the standards established in (1) above.

3b. With respect to superseded regulations and regulations of agencies no longer in existence, the Bureau of the Budget should cause an investigation to be made with the objective of bringing such record retention requirements into conformity with the standards established in (1) above.

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